How to Specify Contracts First Party
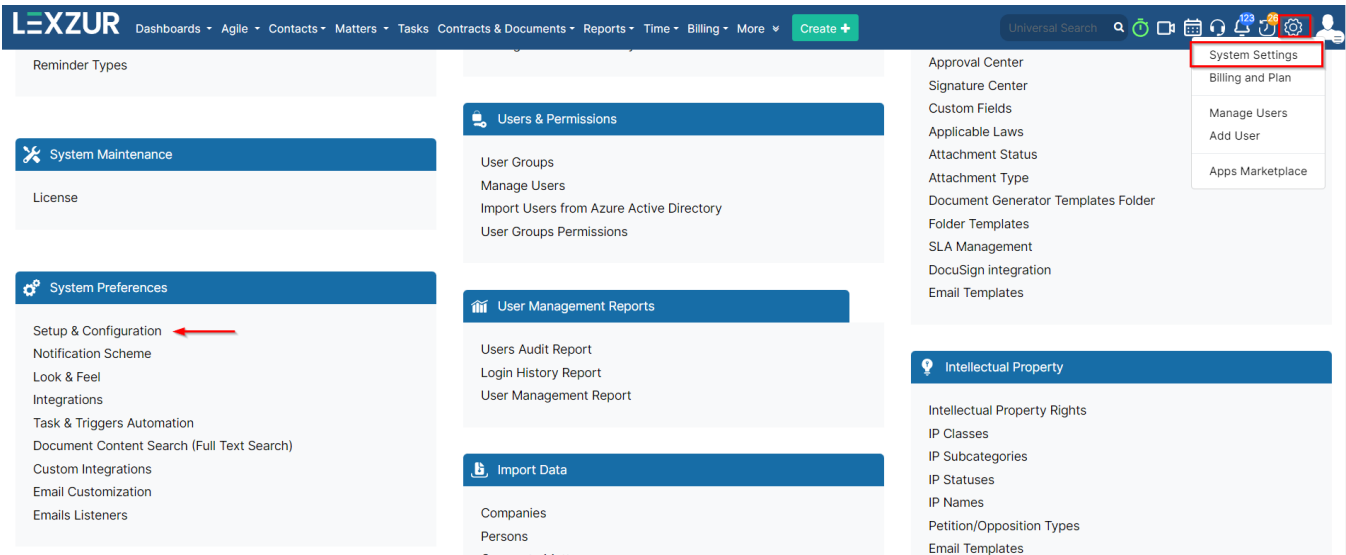
Objective

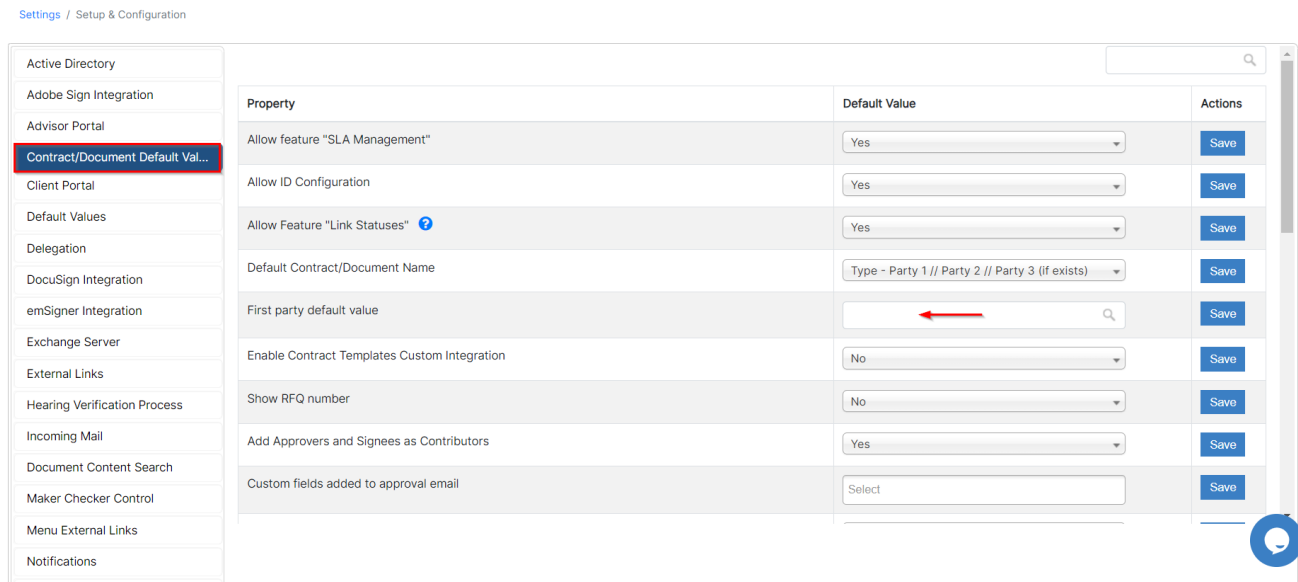- Specify contracts default first-party

Steps

Administrators have the ability to set a default value for party 1 within the contracts and document add form, client portal form, and contract templates.

This feature reduces repetitive tasks.

In order to configure it, click on the Action Wheel at the top right of the page **System Settings Setup & Configuration.**

From there, click on **Contract/Document default values** and define Party 1 in **First party default value**.

Now, when creating a new contract, Party 1 will be defaulted for all contract types.

For more information about LEXZUR, kindly reach out to us at help@lexzur.com.

Thank you!